C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

INSTRUCTION NO.
LI 70-2

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RECORDS AND CORRESPONDENCE
23 April 1962

SUBJECT: Forms Management Program

RESCISSION: LI 43-100-1 dated 30 November 1954

1. **GENERAL**

a. This Instruction provides for a continuing forms management program within the Office of Logistics; states policy and prescribes procedures for requesting new, revised or reprint orders for forms or form letters which are of primary interest to, initiated by, or for sole consumption of the Office of Logistics.

b. This Instruction does not apply to other forms stocked for general Agency consumption or forms produced in the Printing Services Division for other components of the Agency.

c. For the purpose of this Instruction a form is defined as a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for one or repeated mailings to numerous destinations.

2. **POLICY**

a. Office of Logistics components will make maximum use of forms and form letters where it is demonstrably more efficient and economical to do so.

b. Existing standardized forms of this Agency or of other Government agencies will be adopted to use wherever feasible.

c. The procurement, production, or use of every form utilized by the Office of Logistics will be controlled as outlined in paragraphs 4 and 5.

3. **CLASSIFICATION**

a. Forms which will bear a security classification may have such

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classification preprinted thereon. Classified forms will be handled
as follows:

(1) Forms which are classified solely by virtue of the information
     inserted thereon in completing the form, but unclassified when
     blank, will be considered unclassified until completed and will
     be handled accordingly. The forms will carry the appropriate
     classification markings, top and bottom, followed by the phrase
     "when filled in" directly under the classification at the top
     of the form.

(2) Blank forms classified (by nature of their content) prior to
     the insertion of information thereon will be so marked at the
     time of printing and handled in compliance with existing
     security regulations.

b. Where preclassification of a form is desired, the requester will
    coordinate as necessary with the Security Staff, Office of Logistics.

4. RESPONSIBILITY AND AUTHORITY

a. Division and Staff Chiefs or their designees will initially approve
    or disapprove all requests for new, revised, or reprint order forms
    and form letters primarily or solely used within their component,
    and for other forms whose development falls within their sphere of
    responsibility. Also, they will ensure that appropriate concur-
    rences have been obtained from other components concerned with the
    form and the procedure involved.

b. The Chief, Records and Services Branch, Administrative Staff, has
    been designated the Logistics Area Records Officer (ARO) with re-
    sponsibility for the internal forms control program for the Office
    of Logistics, and will:

    (1) Review all requests for forms;

    (2) Act as coordinator between the Office of Logistics and Forms
         Management; and

    (3) Provide staff assistance as required.

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5. SUBMISSION OF REQUESTS FOR FORMS

a. All new and/or revised forms and all reprints of existing forms will be submitted to the ARO for final OL approval and control.

b. Form No. 30 (Request for Approval of Forms) will be prepared and submitted in duplicate when requesting new and/or revised forms. Such requests should be accompanied by Form 70 (Printing Services Requisition) which has been properly authenticated, a sample or draft of the requested form, and two copies of any proposed procedure regarding the use of the form. However, only Form 70 will be required when ordering a reprint of an existing form on which there is no revision necessary.

STATINTL

FOR THE DIRECTOR OF LOGISTICS:

STATINTL

Chief, Administrative Staff, OL

OL/AS/R&SB: el

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